

HOW TO DOCKET A COMPLAINT

- ◆ CLICK ON ADVERSARY EVENTS
- ◆ SELECT COMPLAINT & SUMMONS
- ◆ TYPE THE CASE NUMBER
- ◆ CHOOSE THE PLAINTIFF
- ◆ SELECT THE DEFENDANT
- ◆ SELECT COMPLAINT
- ◆ BROWSE FOR COMPLAINT IN PDF FORMAT
- ◆ CLICK ON NEXT AT FINAL APPROVAL SCREEN
- ◆ THE COMPLAINT IS NOW DOCKETED